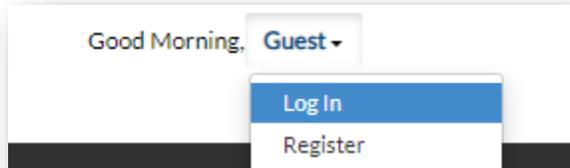


Withdrawals and Extensions

For an existing permit
or plan

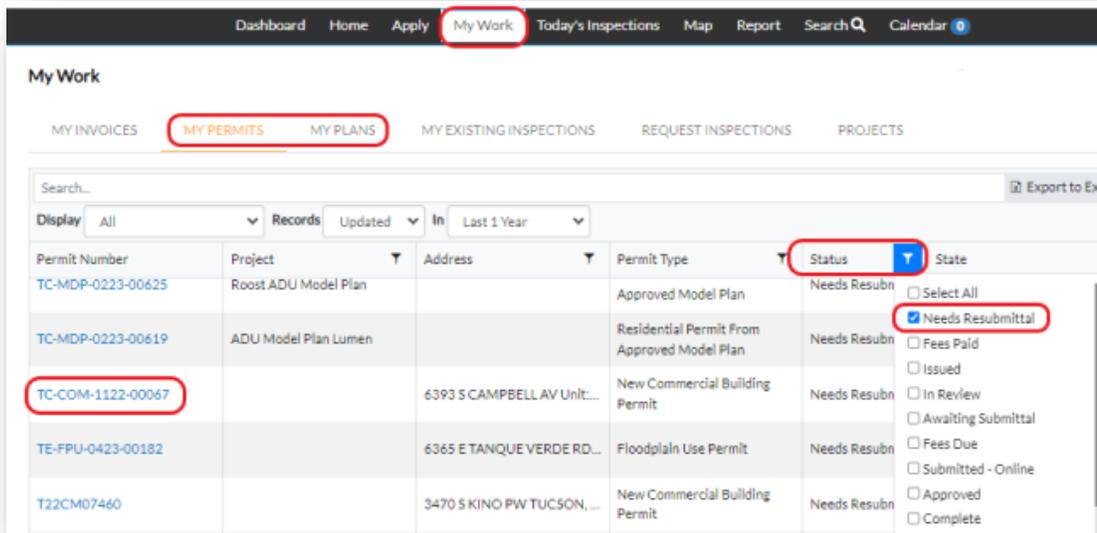


1. Go to [TDC Online](#), for best results use a Google Chrome browser.
2. **Register** or **Log In**, using your email address.

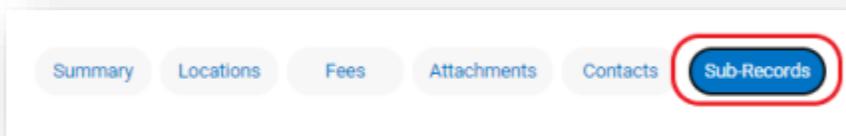


Locate an Existing Application

1. Click the **"My Work"** tab or use the search bar to locate the permit or plan.
2. Use the **"Status"** filter if needed.
3. Click the **blue permit or plan number hyperlink** to go to the details screen.



4. Click the **"Sub-Records"** tab.



5. Select "Apply".

The screenshot shows a table titled "Existing Sub-Records" with columns for "Record Number", "Type", and "Status". Below the table, there is a section for "Remaining Sub-Records" with columns for "Type" and "Action". Two rows are listed: "Request Address Change for Existing Permit/Plan" and "Request Withdrawal of Existing Permit or Plan". Each row has a blue "Apply" button in the "Action" column, which are circled in red. At the bottom, there is a pagination control showing "Results per page 10" and "1 - 2 of 2".

If you do not have the option for withdraws or extensions, please email pdandinquiries@tucsonaz.gov and request that it be added. NOTE: The image above does not have the option to request an extension.

6. Enter a reason for the request into the **description field**.

7. Fill out all required fields.

The screenshot shows a form titled "Apply for Plan - Request Withdrawal of Existing Permit or Plan". It has a progress bar with three steps: "1 Type", "2 Contacts", and "3 More Info". Under "PLAN DETAILS", there is a bold instruction: "Please state the reason for your request to withdraw completed or inspections have been performed this of fees may be required before the project can be wi". Below this is a dropdown menu for "Plan Type" set to "Request Withdrawal of Existing Perm". A red box highlights the "Description" field containing the text "Please withdraw this application."

The screenshot shows a form titled "Apply for Plan - Request Renewal/Extension of Existing Plan or Permit". It has a progress bar with three steps: "1 Type", "2 Contacts", and "3 More Info". Under "PLAN DETAILS", there is a bold instruction: "Please state the reason for your request to extend your applicati Please also include the length of time being requested for Right c". Below this is a dropdown menu for "Plan Type" set to "Request Renewal/Extension of Existi". A red box highlights the "Description" field containing the text "please extend, delays due to material shortage."

Once the request is received, staff will review any fees due before the request can be completed. Email reminders for expiration are sent 30, 14 and 3 days before the expiration date on the application summary.

The screenshot shows a table with application details. The "Expire Date" field is circled in red.

Type:	Development Package	Status:	Fees Due	Project Name:
Applied Date:	01/24/2023	Issue Date:		
District:	Ward 6	Assigned To:		Expire Date: 01/24/2024